# RWHAP Part B Program Terms Report (PTR) and Expenditures Report
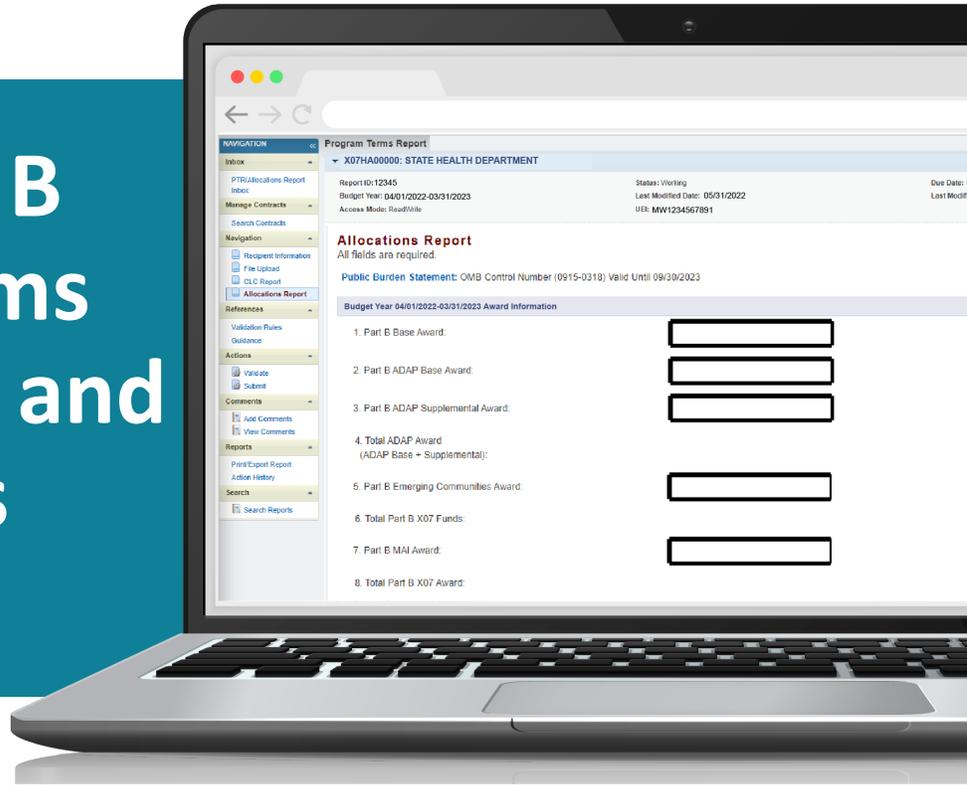
Instruction Manual 2022

Release Date: June 22, 2022

HRSA Health Resources & Services Administration

RWHAP DATA SUPPORT

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Icons Used in This Manual

The following icons are used throughout this manual to alert you to important and/ or useful information.

The note icon highlights information that you should know when completing this section.

The tip icon points out recommendations and suggestions that can make it easier to complete this section.

The question mark icon indicates common questions asked with answers provided.

All new text in the document is indicated with a gray highlight.

The no icon indicates answer options that cannot be selected or information that cannot be entered under certain circumstances.

Introduction

Ryan White HIV/AIDS Program (RWHAP) Part B grant recipients must submit to HRSA the following program-specific reports pertaining to their grant:

1. *RWHAP Program Terms Report (PTR)*

2. *RWHAP Expenditures Report*

RWHAP Part B recipients are required to submit an annual PTR and Expenditures Report. The annual PTR explains how their funding will be distributed. The Expenditures Report shows how the recipient ultimately expended the funds to meet the needs of people with HIV. Funding can be allocated to three categories:

- Administrative and technical services
- Core medical services
- Support services

RWHAP-specific core medical and support service categories are listed and explained in Policy Clarification Notice (PCN) #16-02 "Eligible Individuals & Allowable Uses of Funds."

These reports serve as a reference to determine how recipients allocate and subsequently expend funds each budget period and allow HRSA to monitor and track the use of grant funds for compliance with program and grant policies and requirements as outlined in the 2009 legislation. It is important to note that the PTR and Expenditures Report do not serve as a source for determining the total amount of funds awarded and unspent by recipients. This manual provides instructions on how to access, complete, and submit the PTR and Expenditures Report.

Program Terms Report

The RWHAP Part B PTR is a single report that all recipients are required to submit within 90 days of the release of the final Notice of Award (NoA) as a requirement for the RWHAP Part B award. It combines all program term requirements into one report and must include all the following according to the NoA:

- RWHAP Part B Consolidated List of Contracts (CLC) (compiled from the GCMS)
- RWHAP Part B and Minority AIDS Initiative (MAI) Allocation Report
- RWHAP Part B SF-424A
- RWHAP Part B Budget Narrative Spreadsheet
- RWHAP Part B Implementation Plan
- RWHAP Part B Contract Review Certification (CRC)
- RWHAP Part B Early Identification of Individuals with HIV/AIDS (EIIHA) Plan

You are required to submit the RWHAP Part B PTR, with all items listed above, through the PTR web application. Submit the RWHAP Part B Budget Narrative Spreadsheet as an Excel spreadsheet. See the PTR File Upload section for instructions.

The RWHAP Part B and MAI Allocations Table, RWHAP Part B SF-424A, and RWHAP Part B Revised Budget Narrative Spreadsheet must reflect the total amount indicated on the final NoA. Only enter RWHAP Part B funds into these documents.

> Do not include program income, pharmaceutical rebates, or any other federal, state, or local funding sources in these documents.

> Your project officer must approve all the individual report items listed above before approving the entire PTR.

> If you need to make revisions for individual report items, you must resubmit the entire PTR with the revisions. If you need assistance or have questions about the required RWHAP Part B PTR submission, contact your project officer or Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

Accessing the PTR

STEP ONE: Log in to the HRSA Electronic Handbooks (EHBs) site. From the EHBs homepage, hover your cursor over the "Grants" tab on the top-left side of the screen (see Figure 1).

**Figure 1. HRSA Electronic Handbooks: Screenshot of the Homepage**
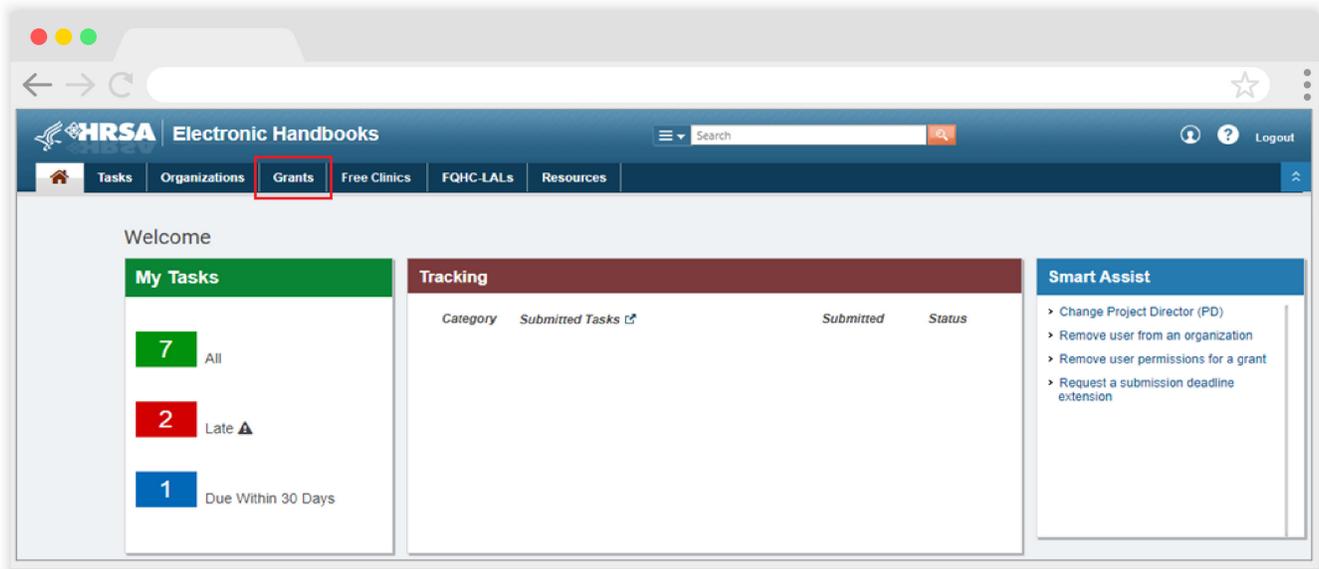
If you need assistance with your credentials or logging into the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

STEP TWO: From the resulting drop-down menu, under the "Submissions" header, select "Work on Other Submissions" [(see Figure 2)](#).

Figure 2. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu
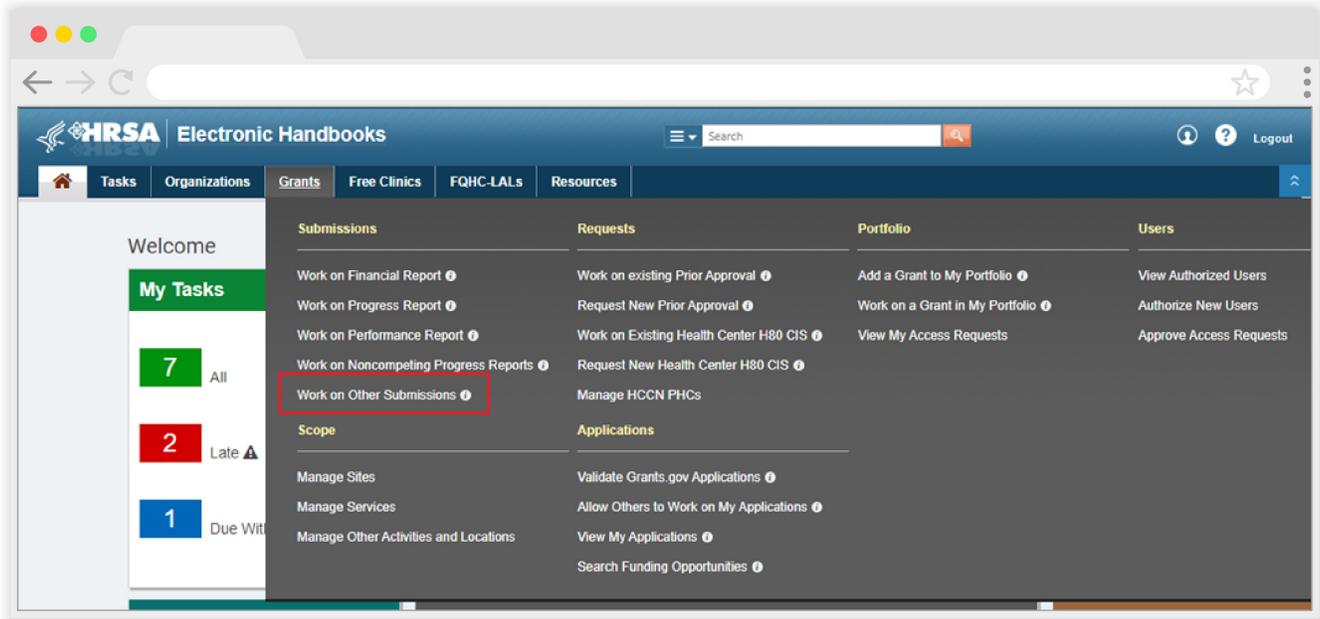
STEP THREE: On the bottom of the Submissions - All page, under "Submission Name," locate the Part B PTR submission you want to access. Then select "Start" or "Edit" under the "Options" header for your PTR submission to open the report. A new window will appear (see Figure 3).

Figure 3. HRSA Electronic Handbooks: Screenshot of the Submissions - All Page

You can find your current PTR faster by searching for "Terms" in the filter header under "Submission Name."

If you need help navigating the EHBs to find your annual PTR, call the EHBs Customer Support Center at 1-877-464-4772.

STEP FOUR: You are now in the PTR Inbox (see Figure 4). Locate the envelope icon under the "Action" column and select "Create" or "Open." If you have not started your report, the envelope will read "Create." If you are returning to continue working on the report, the envelope will read "Open."

Figure 4. HRSA Electronic Handbooks: Screenshot of the PTR Inbox Page
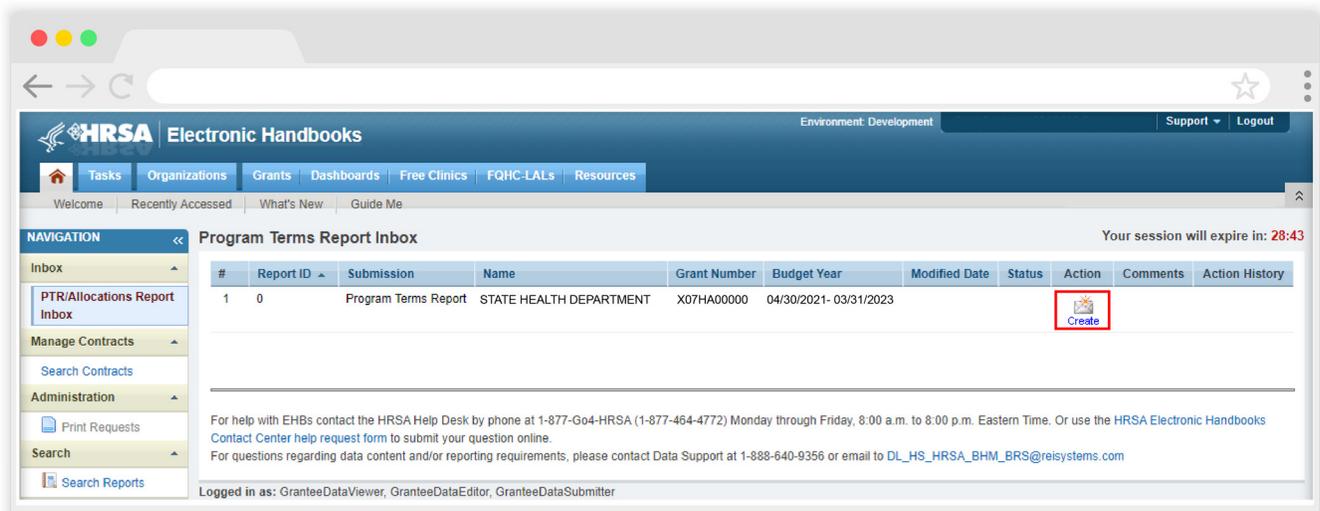
You are now within the PTR, where you will be able to upload required documents, enter administrative costs, synchronize modifications to contracts, and validate and submit your PTR to your project officer for review.

The Grantee Contract Management System (GCMS)

The GCMS is a data entry system that allows you to enter and maintain your agency's RWHAP contracts. The PTR is one of several RWHAP reports that are linked to the GCMS. The GCMS decreases the amount of data you need to enter by sharing information between multiple HRSA HAB reports. Before you enter your PTR, ensure that all your current RWHAP-funded contracts are entered into the GCMS. For a detailed explanation of the GCMS and how the system interacts with the PTR, refer to the GCMS Manual available on the TargetHIV website.

To access the GCMS via the PTR Inbox, locate the Navigation panel on the left side of the screen (see Figure 5). Under the "Manage Contracts" header, select "Search Contracts."

Figure 5. HRSA Electronic Handbooks: Screenshot of the PTR Inbox Page
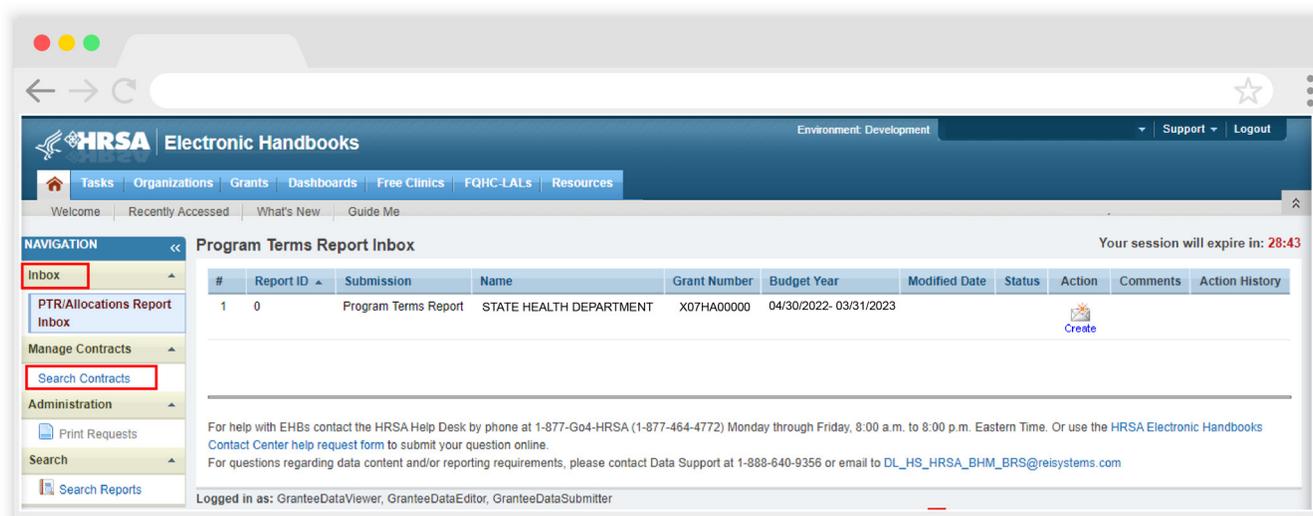
After selecting "Search Contracts," you have now accessed the GCMS and can search for and add, modify, and delete contracts (see Figure 6). For instructions on how to do this, refer to the GCMS Manual available on the TargetHIV website.

Figure 6. HRSA Electronic Handbooks: Screenshot of the GCMS Home Page

> ! If you are attempting to create contracts in the GCMS *before* the submission period begins, you must access the GCMS through your previous year's PTR or your most recent Ryan White HIV/AIDS Program Services Report (RSR).

PTR Recipient Information

Once you open the PTR, you will be navigated to the Recipient Information page (see Figure 7). This section is prepopulated with information from the HRSA EHBs and includes your organization's address, EIN, Unique Entity Identifier (UEI) number, and contact information of the person responsible for the PTR submission. Review all information and ensure that it is accurate and up to date. Edit any field by selecting the text box. Once you finish reviewing and updating all information, select "Save" on the lower-right corner of the page.

Figure 7. HRSA Electronic Handbooks: Screenshot of the Recipient Information Page

If you need help locating your organization's UEI, contact Ryan White Data Support for assistance by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

PTR File Upload

For RWHAP Part B recipients, all required PTR forms including the SF-424A, Budget Narrative Spreadsheet, Implementation Plan, and Contract Review Certification (CRC) must be uploaded to the PTR. Templates for these forms are available in the "File Upload" section next to the corresponding document.

To upload the required documents and templates, follow these steps:

STEP ONE: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "File Upload" to view a list of all required documents and templates (see Figure 8).

Figure 8. HRSA Electronic Handbooks: Screenshot of the File Upload Page

STEP TWO: Under the "File Upload" section, download and review the RWHAP Part B PTR instructions by clicking "View" under the Action column. This document outlines specific instructions for how to complete the RWHAP Part B PTR primary documents.

STEP THREE: Under the "Submission Components" section, locate the "Primary Documents" header. Select "Download Template" under the "Document Name" column for each required document to download a copy. Complete the template for each document listed and save them to a folder or drive on your computer that is easy to access.

STEP FOUR: Under the "Action" column, select "Upload," and a new field will appear at the bottom of the page. Select "Browse," and locate the completed template you saved on your computer. Select "Submit" to upload the document.

> The File Upload feature only stores the most recent version of a file you uploaded. The system does not store past versions of uploaded files.

STEP FIVE (OPTIONAL): Some agencies will be required to submit more documents than those listed under the "Primary Documents" header. If your project officer requires additional documentation or your agency needs to upload additional information, select "Upload Supplemental Document."

A new field will appear at the bottom of the page. Select "Browse" and locate the additional file you want to upload from your computer. Select "Submit" to upload the document.

Consolidated List of Contracts (CLC)

The CLC is a list of all organizations that are funded with your agency's RWHAP Part B grant. The list is generated automatically based on the information you entered into the GCMS (see Figure 9). Review each organization listed using the instructions below.

Figure 9. HRSA Electronic Handbooks: Screenshot of the Consolidated List of Contracts Page

To review the CLC, follow these steps:

STEP ONE: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "CLC Report."

STEP TWO: Within the CLC, on the left side of each organization listed, select the expansion button (the plus sign) to display the services for the organization (see Figure 9). Confirm that the services and funding amounts are correct. To make changes to the CLC, modify the associated contract(s) in the GCMS. See the GCMS Manual for more information.

If you made any changes to your contracts, you must synchronize the changes you made in the GCMS with the PTR. Once back on the CLC Report page, if a yellow warning banner is at the top of the page, the system is indicating you have changes to synchronize (see Figure 10). Select "Synchronize All" to synchronize all changes at once or synchronize changes individually by selecting the agency's name in blue in the yellow warning banner. On the page that populates, review the changes for accuracy and select "Synchronize" on the bottom right of the page.

Figure 10. HRSA Electronic Handbooks: Screenshot of the Consolidated List of Contracts Page with Synchronization Warning Banner

Allocations Report

The Allocations Report has four components: *Award Information; Allocations by Program Component; Breakdown for Consortia, State Direct Services, and Emerging Communities;* and *MAI Allocations by Program Component*. Each component captures budgetary information on the award amount allocated during the grant period for each category listed.

To complete the Allocations Report, follow these steps.

STEP ONE: On the Navigation panel on the left side of the screen, under the "Navigation" header, select "Allocations Report" (see Figure 11).

Figure 11. HRSA Electronic Handbooks: Screenshot of the Allocations Report Page

STEP TWO: The Allocations Report page has 35 editable fields that you must complete using your agency's final NoA and final approved budget (see figures 11, 12, and 14). All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, enter "0."

Award Information

1. *Part B Base Award: Enter the total amount of your agency's RWHAP Part B Base Award indicated on the final NoA.*

2. *Part B ADAP Base Award: Enter the total amount of your agency's RWHAP Part B ADAP Base Award indicated on the final NoA.*

3. *Part B ADAP Supplemental Award: Enter the total amount of your agency's RWHAP Part B ADAP Supplemental Award indicated on the final NoA.*

> Not all states/territories receive a Part B ADAP Supplemental Award. If your agency did not receive one, enter a "0" in this field.

5. *Part B Emerging Communities Award:* Enter the total amount of your agency's RWHAP Part B Emerging Communities Award indicated on the final NoA.

> Not all states/territories receive a Part B Emerging Communities Award. If your agency did not receive one, enter a "0" in this field.

7. *Part B MAI Award:* Enter the total amount of your agency's RWHAP Part B MAI Award indicated on the final NoA.

> Not all states/territories receive a Part B MAI award. If your agency did not receive one, enter a "0" in this field.

Part B Allocations by Program Component

1. *Part B AIDS Drug Assistance Program Subtotal*

   a. *ADAP Service*

   - *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for ADAP medication purchases.

   - *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that is allocated for ADAP medication purchases.

   - *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for ADAP medication purchases.

    b. *Health Insurance to Provide Medications*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for ADAP insurance purchases for clients.

- *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that is allocated for ADAP insurance purchases for clients.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for ADAP insurance purchases for clients.

    c. *ADAP Access/Adherence/Monitoring Services*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for supporting ADAP access, adherence, and monitoring activities.

- *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that is allocated for supporting ADAP access, adherence, and monitoring activities.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for support ADAP access, adherence, and monitoring activities.

2. *Part B Health Insurance Premium & Cost Sharing Assistance*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for directly purchasing health insurance for clients and assisting with cost sharing.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for directly purchasing health insurance for clients and assisting with cost sharing.

3. *Part B Home and Community-based Health Services*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for directly providing home- and community-based services.

- *Emerging Communities Award Amount:* Enter the amount of your Emerging Communities Award that is allocated for directly providing home- and community-based services.

4a. *Part B HIV Care Consortia/EC Services*

- *Emerging Communities Award Amount:* Enter the total amount of your agency's Emerging Communities Award that is allocated for directly funding HIV care consortia.

4b. *Part B HIV Care Consortia Administration*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for HIV care consortia administrative activities.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that allocated for HIV care consortia administrative activities.

> **!** The combined total amount expended on HIV Care Consortia Administration and Recipient Administration must not exceed 10 percent of your total award.

7. *Part B Clinical Quality Management*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for supporting clinical quality management activities.

- *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that allocated for supporting clinical quality management activities.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for supporting clinical quality management activities.

> **!** The total amount expended on Clinical Quality Management must not exceed 5 percent of your total RWHAP Part B Award amount or $3 million, whichever is less.

8. *Part B Recipient Planning and Evaluation Activities*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for supporting planning and evaluation activities.

- *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that is allocated for supporting planning and evaluation activities.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for supporting planning and evaluation activities.

> **!** The total amount expended on Planning and Evaluation must not exceed 10 percent of your total award. When combined with Recipient Administration and HIV Care Consortia Administration the total must not exceed 15 percent of your total award.

9. *Recipient Administration*

- *Base Award Amount:* Enter the amount of your agency's RWHAP Part B Base Award that is allocated for supporting recipient administration activities.

- *ADAP + ADAP Supplemental Award Amount:* Enter the amount of your agency's ADAP + ADAP Supplemental Award that is allocated for supporting recipient administration activities.

- *Emerging Communities Award Amount:* Enter the amount of your agency's Emerging Communities Award that is allocated for recipient administration activities.

> **!** The combined amount expended on Recipient Administration and HIV Care Consortia Administration must not exceed 10 percent of your total award.

> **!** The combined amount expended on Recipient Administration, Planning and Evaluation, and HIV Care Consortia Administration must not exceed 15 percent of your total award.

> **💡** To review the RWHAP core medical and support service categories, see PCN #16-02 on the HRSA HAB website.

Figure 12. HRSA Electronic Handbooks: Screenshot of the Part B Allocations by Program Component Page

Service	Base Award Amount	Base Award Percentage	ADAP + ADAP Supplemental Award Amount	ADAP + ADAP Supplemental Award Percentage	Emerging Communities Award(EC) Amount	Emerging Communities Award(EC) Percentage	Total Amount	Total Percentage
1. Part B AIDS Drug Assistance Program Subtotal	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
a. ADAP Service	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
b. Health Insurance to Provide Medications	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
c. ADAP Access/Adherence/Monitoring Services	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
2. Part B Health Insurance Premium & Cost Sharing Assistance	$0	0.00 %			$0	0.00 %	$0	0.00 %
3. Part B Home and Community-based Health Services	$0	0.00 %			$0	0.00 %	$0	0.00 %
4a. Part B HIV Care Consortia	$0	0.00 %			$0	0.00 %	$0	0.00 %
4b. Part B HIV Care Consortia Administration	$0	0.00 %			$0	0.00 %	$0	0.00 %
5. Part B Emerging Community Services					$0	0.00 %	$0	0.00 %
6. Part B State Direct Services	$0	0.00 %					$0	0.00 %
7. Part B Clinical Quality Management	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
8. Part B Recipient Planning & Evaluation Activities	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
9. Recipient Administration	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %
10. Column Totals	$0	0.00 %	$0	0.00 %	$0	0.00 %	$0	0.00 %

All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, enter "0."

Breakdown for Consortia, State Direct Services, and Emerging Communities

The breakdown of the funds used for Consortia, State Direct Services, and Emerging Communities will appear in the next table (see Figure 13). All fields in this table are populated by the GCMS. Review the amounts listed here and if you need to modify service category totals, modify the associated contract(s) in the GCMS for the organization(s) providing the service. See the GCMS Manual for further assistance.

Figure 13. HRSA Electronic Handbooks: Screenshot of Breakdown for Consortia, State Direct Services and Emerging Communities Page

> **!** Only RWHAP-funded contracts will be imported from the GCMS. RWHAP-related (program income and pharmaceutical rebates) funded services as well as contracts that only contain RWHAP-related funded services will not populate in the PTR.

> **⊘** No funding amount should be entered for AIDS Drug Assistance Program Treatments in the Direct Services and Emerging Communities columns, except for consortia in the GCMS.

🚫 No funding amount should be entered in the Direct Services and Emerging Communities columns for Home and Community Based Health Services, except for consortia. For all other cases, trying to add a funded amount in the GCMS for this category will result in an error.

🚫 No funding amount should be entered in the Direct Services and Emerging Communities columns for Health Insurance Premium and Cost Sharing Assistance for Low-Income Individuals, except for consortia. For all other cases, trying to add a funded amount in the GCMS for this category will result in an error.

MAI Allocations by Program Component

The MAI Allocations by Program Component has five (5) editable fields that must be completed. Minority AIDS Initiative (MAI) funding is a subset of the Ryan White HIV/AIDS program which funds services for populations disproportionately affected by HIV.

Figure 14. HRSA Electronic Handbooks: Screenshot of the MAI Allocations Table and Core Medical Services Requirement Waiver Checkbox

MAI Allocations by Program Component

	MAI Award Amount	MAI Award Percentage
1. Education to increase minority participation in ADAP	$0	0.00 %
2. Outreach to increase minority participation in ADAP	$0	0.00 %
3. Clinical Quality Management	$0	0.00 %
4. Recipient Planning & Evaluation Activities	$0	0.00 %
5. Recipient Administration	$0	0.00 %
6. Total MAI Allocations	**$0**	**0.00 %**

☐ Recipient received waiver for 75% core medical services requirement.

1. *Education to increase minority participation in ADAP: Enter the amount of your agency's MAI funding that is allocated for education activities.*

2. *Outreach to increase minority participation in ADAP: Enter the amount of your agency's MAI funding that is allocated for outreach activities.*

3. *Clinical Quality Management: Enter the amount of your agency's MAI funding that is allocated for supporting quality management activities.*

4. *Recipient Planning & Evaluation Activities: Enter the amount of your agency's MAI funding that is allocated for supporting planning and evaluation activities.*

5. *Recipient Administration: Enter the amount of your agency's MAI funding that is allocated for supporting recipient administration activities.*

> 🚫 Do not enter RWHAP Part B MAI funding into the GCMS. Enter MAI funding information manually into the MAI Allocations by Program Component section of the Allocations Report.

> ❗ All editable fields must have a numerical value as a response. If you do not allocate funding to a specific area, enter "0."

Below the MAI Allocations by Program Component table, there is a checkbox that you can select if you have received a waiver for the 75 percent core medical services requirement (see Figure 14). You will receive a validation message on your report if you do not select the waiver checkbox and have not met the 75 percent core medical services requirement based on your allocations entered. If you are unsure if your organization received a waiver, please contact your project officer for further assistance.

STEP THREE: Once you have completed all editable fields, scroll to the bottom of the page and select "Save."

Validating and Submitting the PTR

After you have completed all required sections of your report, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review it before the PTR is sent to your project officer.

To validate your RWHAP Part B PTR, follow these steps.

STEP ONE: On the Navigation panel on the left of the screen, under the "Actions" header, select "Validate" (see Figure 15). A system message will appear indicating that you will need to refresh the page after several minutes. Select "Validate" again or refresh the page using your web browser. This will either display your validation results or ask you to continue to wait while the PTR validation request continues to process.

Figure 15. HRSA Electronic Handbooks: Screenshot of the Validation Processing Page
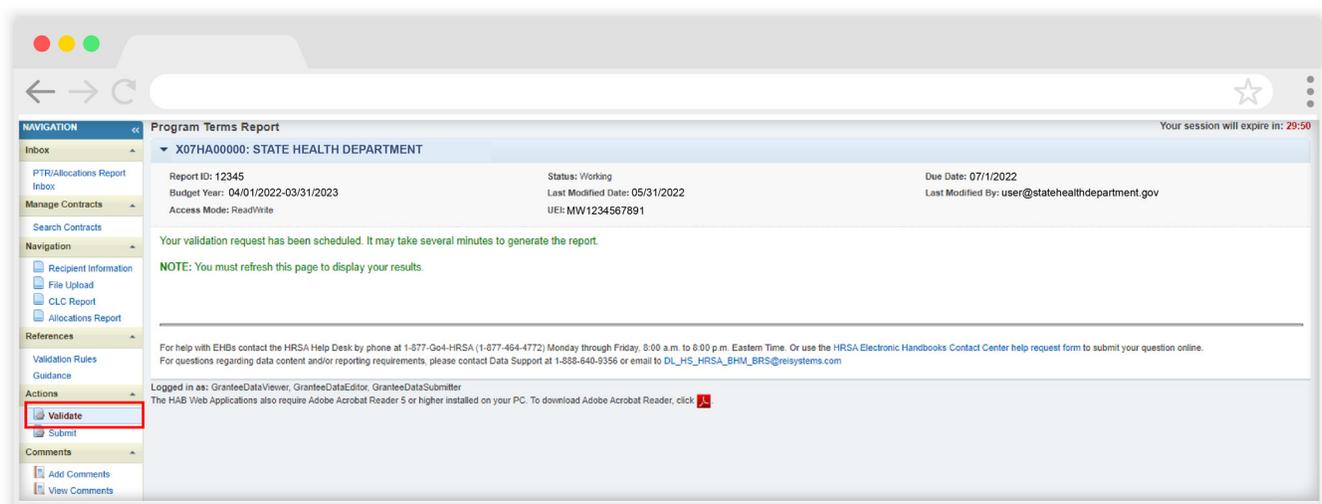
STEP TWO: Once the system displays your validation results, it will sort validation problems into three categories: errors, warnings, and alerts.

- **Errors** must be corrected before submitting the PTR.
- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each warning you receive.
- **Alerts** are informational, but you should still review and address them if necessary. You may submit the PTR with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report (see Figure 16).

If you make changes to the information in your report, you must validate your report again using these instructions. Once you have addressed all validation messages as necessary, you are ready to submit your report.

Figure 16. HRSA Electronic Handbooks: Screenshot of the Validation Results Page

If you need help understanding or resolving a specific validation message, contact Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

STEP THREE: On the Navigation panel, under the "Action" header, select "Submit." On the new page that appears, enter a comment in the comments text box with any meaningful feedback you have related to your PTR submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page (see Figure 17).

Figure 17. HRSA Electronic Handbooks: Screenshot of the Submit Report Page
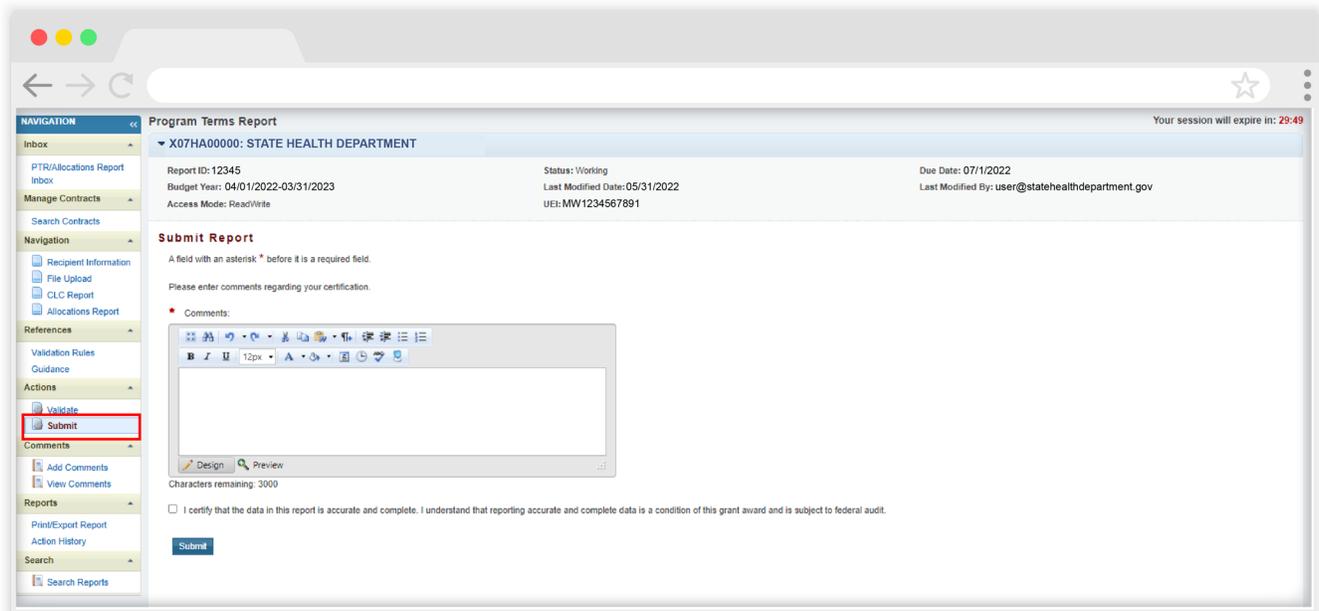
Frequently Asked Questions

The service information data table in the Allocations Report is empty, and I cannot edit the fields. What do I do?

The information displayed in the Allocations Report's service tables is populated based on the contracts you entered into the GCMS. Therefore you will need to make the required updates in the GCMS. See the GCMS Manual for more details. Once you have updated any services, you will need to synchronize the changes in the CLC.

There are no contracts listed on the CLC Report page. What do I do?

The information displayed on the CLC Report page is populated based on the contracts you entered into the GCMS. If there are no contracts listed in the CLC Report, you may have pending changes that need to be sychronized or you may not have any contracts entered that overlap your grant's budget year.

Please refer to the CLC section for more information on reviewing and synchronizing contract changes or the GCMS Manual for assistance adding and modifying contracts.

How can I tell if my PTR was submitted?

The status of your report is listed in the status column in your PTR Inbox as well as the status field of the report header. If your report has been submitted, it will advance to "Review" status. It will advance to "Submitted" status once it has been accepted by your project officer and to "Accepted" status once it has been accepted by the project quality controller (PQC).

Can I edit my information after I submit?

No. Once your report has been submitted, you cannot edit your report. However, you may ask your project officer or PQC to return your report to you for changes.

How do I add a new organization to the GCMS subrecipient directory?

Email Ryan White Data Support at RyanWhiteDataSupport@wrma.com to have the organization added to the directory. Be sure to include the organization's full name, complete street address, federal Employer Identification Number (EIN), and a contact person for the agency including their name, title, phone number, and email address.

Are MAI funds captured in the GCMS or the PTR?

MAI funds allocated to administration and client services are captured in the PTR in the Allocations Report section. Do not enter MAI funding information into contracts in the GCMS. See the Allocations Report section for details.

Is my agency required to upload documents to complete the PTR?

Yes, you must complete and upload the required documents as listed in the RWHAP Part B PTR instructions in the "File Upload" section of the PTR. See the PTR File Upload section for details.

How can we correct funding amounts in the report?

If your agency needs to change amounts allocated to administrative activities, update those amounts in the Allocations Report section of your PTR. If your agency needs to change amounts allocated to client services, update those amounts in the associated contract(s) in the GCMS. See the GCMS Manual for more details.

The Allocations Report or CLC are not capturing my contracts even though I have entered them in the GCMS. What do I do?

Information entered into the GCMS is not automatically pulled into the Allocations Report or CLC once your agency's PTR has been opened. You will need to synchronize the changes you have made to your contracts with your report. See the CLC section for details.

My PTR says it is "locked" and I cannot edit anything. What does that mean?

Another user from your agency is accessing your report. If you believe this is an error, contact Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

If my agency awards part of our grant to subrecipients, why is our agency not marked as an administrative agent, fiscal intermediary, or lead agency in the GCMS?
Based on HRSA HAB's reporting requirements, recipients cannot indicate themselves as an administrative agent, fiscal intermediary, or lead agency for their grant. As a recipient, your agency is expected to manage all RWHAP funds. Management of RWHAP funds includes but is not limited to selecting subrecipients, awarding contracts, providing clinical quality management guidelines, and ensuring subrecipient compliance with RWHAP policies. As a recipient, you may choose to delegate some of your agency's responsibilities. If your agency does choose to delegate some responsibilities to a third party, this entity would be classified as an administrative agent, fiscal intermediary, or lead agency. See the Glossary for definitions of these terms.

Do you enter contracts into the GCMS for RWHAP Part B ADAP base funds?
No. RWHAP Part B ADAP funds are only entered into the Allocations Report section of the PTR.

Are the contracts I entered into the GCMS also used for other RWHAP reports?
Yes, the contract information entered into the GCMS populates the PTR, the Ryan White HIV/AIDS Program Services Report (RSR), and the EHE Triannual Report (if relevant). Please see the GCMS Manual for more details.

Do I need to enter contracts funded through RWHAP-related funding (program income and/or pharmaceutical rebates) for the PTR?
It is recommended to add services funded through RWHAP-related funding (program income and pharmaceutical rebates) to your contracts, though it is not required for your PTR submission. If these services are not added during the completion of your PTR, then these services will need to be entered into the contracts in the GCMS for the completion of the RSR.

I entered my RWHAP-related funded contracts into the GCMS. Why aren't they being imported to my CLC Report or Allocations Report?
The PTR only captures RWHAP funding, so RWHAP-related funded services will not show up in your Allocations Report or CLC. Services funded with RWHAP-related funding (program income and pharmaceutical rebates) will be reported on in the RSR, so it is recommended that you indicate what those services are when completing your PTR though it is not required. If there are any contracts in the GCMS funded via RWHAP-related funding, do not include any RWHAP-related funding amounts in those contracts or the Allocations Report. Agencies should develop policies to establish who will be responsible for entering RWHAP-related funded services into contracts.

Expenditures Report

The Expenditures Report is a single report that you submit through the HRSA EHBs as a requirement for the RWHAP Part B award. It serves as a reference to determine how recipients subsequently expended funds that were allocated to them for the budget period and initially reported on in the RWHAP Part B PTR. The Expenditures Report includes the following components:

1. *Recipient Information*
2. *File Upload*
3. *Expenditures Report Page*

Expenditures are reported using the same funding categories as the Allocations Report section of the PTR; i.e., Administrative and Technical Services, Core Medical Services, and Support Services. Recipients must submit the Expenditures Report as specified in your final NoA.

According to the NoA, the recipient must submit the RWHAP Expenditures Report no later than 120 days after the budget period end date, consistent with reporting guidelines, instructions, and/or reporting templates provided in the HRSA EHBs.

> If you need assistance or have questions about the required RWHAP Part B Expenditures Report submission, contact your project officer or Ryan White Data Support by phone at 1-888-640-9356 or via email RyanWhiteDataSupport@wrma.com.

Accessing the Expenditures Report

STEP ONE: Log in to the HRSA Electronic Handbooks (EHBs) site. From the EHBs homepage, hover your cursor over the "Grants" tab on the top-left side of the screen (see Figure 18).

Figure 18. HRSA Electronic Handbooks: Screenshot of the Homepage
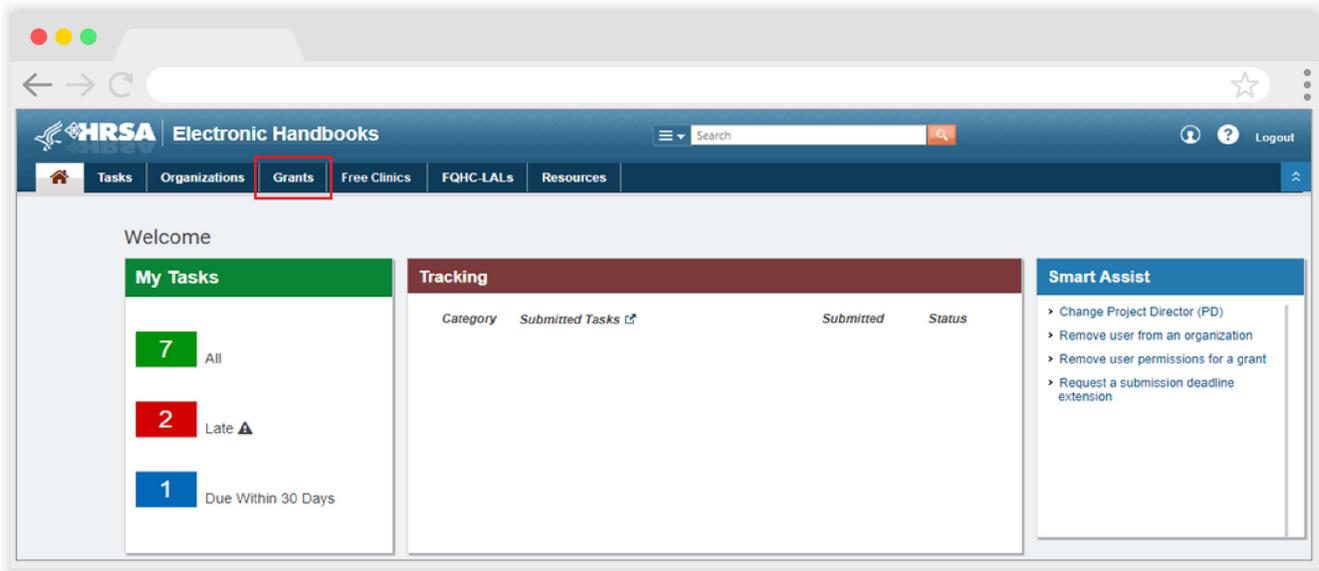
If you need assistance with your credentials for the EHBs, call the EHBs Customer Support Center at 1-877-464-4772.

STEP TWO: From the resulting drop-down menu, under the "Submissions" header, select "Work on Other Submissions" <u>(see Figure 19)</u>.

Figure 19. HRSA Electronic Handbooks: Screenshot of the Grants Drop-Down Menu
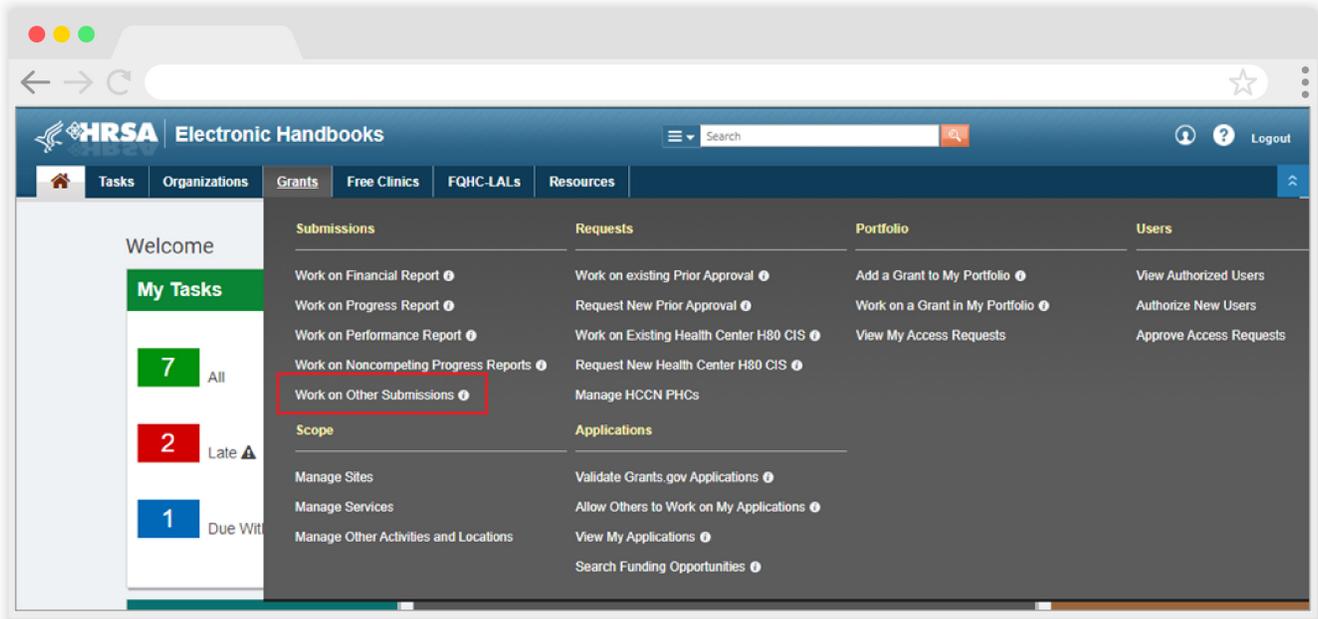
STEP THREE: On the bottom of the Submissions - All page (see Figure 20) under the "Submission Name" header, locate your 2021 Expenditures Report. Under the "Options" column on the right, select "Start" to start a new report or "Edit" to continue a report already in progress.

Figure 20. HRSA Electronic Handbooks: Screenshot of the Submissions - All Page

If you need help navigating the EHBs to find your Expenditures Report submission, call the EHBs Customer Support Center at 1-877-464-4772.

STEP FOUR: You are now in the Expenditures Report Inbox (see Figure 21). Locate the envelope icon under the "Action" column and select "Create" or "Open." If you have not started your report, the envelope will read "Create." If you are returning to continue working on the report, the envelope will read "Open."

Figure 21. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Inbox Page
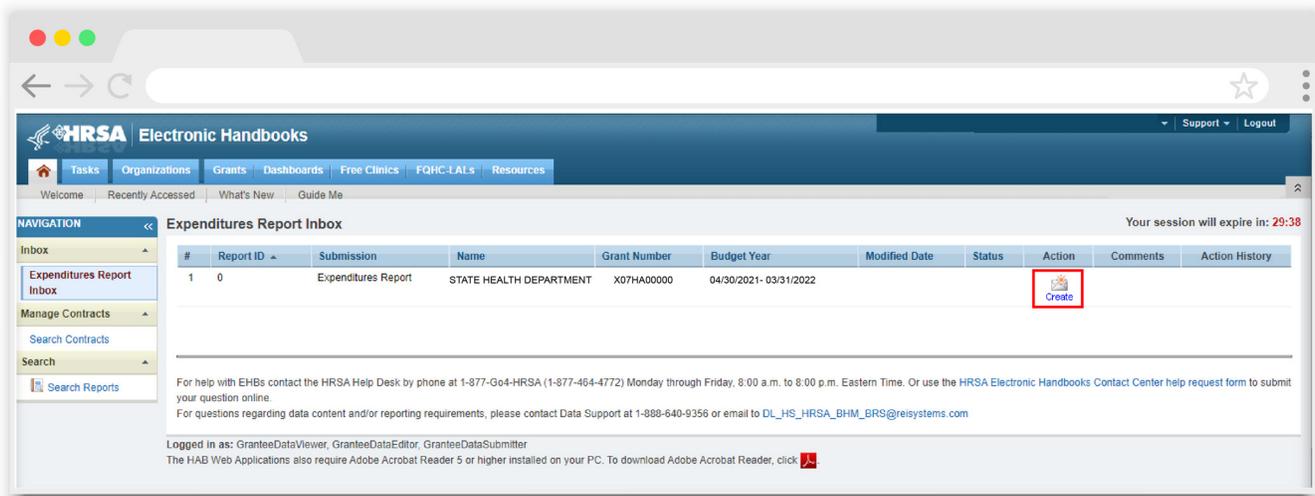
You are now in the Expenditures Report, where you will be able to enter your expenditures, validate, and submit your report to your project officer for review.

All recipients must complete a separate Expenditures Report for each RWHAP grant they receive. Review the Ryan White HIV/AIDS Treatment Extension Act of 2009 for more information on award requirements for specific categories.

Expenditures Report Recipient Information

Opening the Expenditures Report will bring you to the Recipient Information page (see Figure 22). This section is prepopulated from the HRSA EHBs and includes your organization's address, EIN, Unique Entity Identifier (UEI) number, and contact information of the person responsible for Expenditures Report submission. Review all information and ensure it is accurate and up to date. Edit any field by selecting the text box. Once you have finished reviewing and updating all information, select "Save" on the lower-right corner of the page.

Figure 22. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Recipient Information Page

If you need help locating your organization's UEI, contact Ryan White Data Support for assistance by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

Expenditures Report File Upload

There are no required Expenditures Report forms to upload to your report. If your project officer requires additional documentation or your agency would like to upload additional information, do so in the File Upload section (see Figure 23).

To access this feature, select "File Upload" in the Navigation panel on the left side of the screen under the "Navigation" header. Select "Upload Supplemental Document" and a new field will appear at the bottom of the page. Select "Browse" and locate the file you want to upload on your computer. Select "Submit" to upload the document.

Figure 23. HRSA Electronic Handbooks: Screenshot of the Expenditures Report File Upload Page
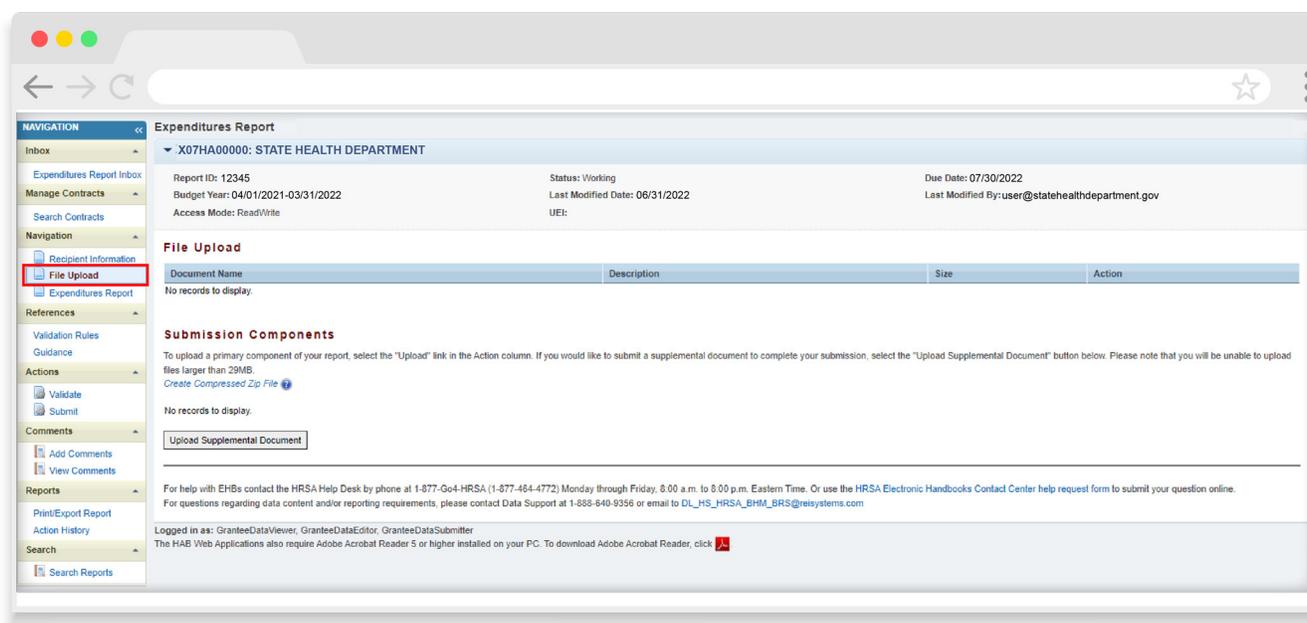
Expenditures Report

To access the Expenditures Report section, select "Expenditures Report" in the Navigation panel on the left side of the screen under the "Navigation" header. The RWHAP Part B Expenditures Report comprises four editable sections: *Award Information, Part B Program Total, Part B Expenditure Categories (including Core Medical Services and Support Services),* and *MAI Award*. Each component captures budgetary information on the award amount expended during the budget period for each category listed.

The RWHAP Part B Expenditures Report section contains 154 editable fields that you must complete with a response; if you do not have any expenditures in a particular category, enter a "0" for that field. After entering a value for every field, select "Save" at the lower-right corner of the page.

Award Information

The *Award Information* section (see Figure 24) of the RWHAP Part B Expenditures Report has eight rows listing the type of award and two columns with ten (10) editable fields where you enter the amounts for each type of award: Prior Year Carryover and Award Amount.

1. *RWHAP Part B Base Award*

    -   *Prior Year Carryover:* Enter the total unobligated RWHAP Part B base award remaining at the end of the previous year's budget period that, with the approval of the Division of Grants Management Operations (DGMO) or grants management specialist (GMS), was carried forward to the current year's budget period to cover allowable costs of this budget period.

    -   *Award Amount:* Enter the total amount of your agency's RWHAP Part B base award indicated on your agency's final NoA.

2. *RWHAP Part B ADAP Earmark Award*

    -   *Prior Year Carryover:* Enter the total unobligated RWHAP Part B ADAP earmark award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

    -   *Award Amount:* Enter the total amount of your agency's RWHAP Part B ADAP earmark award indicated on your agency's final NoA.

3. *RWHAP Part B ADAP Supplemental Award*

    -   *Prior Year Carryover:* Enter the total unobligated RWHAP Part B ADAP Supplemental award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

    -   *Award Amount:* Enter the total amount of your agency's RWHAP Part B ADAP Supplemental award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B ADAP Supplemental award. If your agency did not receive one, enter a "0" in this field.

5. *RWHAP Part B Emerging Communities Award*

- *Prior Year Carryover:* Enter the total unobligated RWHAP Part B Emerging Communities award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

- *Award Amount:* Enter the total amount of your agency's RWHAP Part B Emerging Communities award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B Emerging Communities award. If your agency did not receive one, enter a "0" in this field.

7. *RWHAP Part B MAI Award*

- *Prior Year Carryover:* Enter the total unobligated RWHAP Part B MAI award remaining at the end of the previous year's budget period that, with the approval of the DGMO or GMS, was carried forward to the current year's budget period to cover allowable costs of this budget period.

- *Award Amount:* Enter the total amount of your agency's RWHAP Part B MAI award indicated on your agency's final NoA.

> Not all states/territories receive a RWHAP Part B MAI award. If your agency did not receive one, enter a "0" in this field.

Figure 24. HRSA Electronic Handbooks: Screenshot of the Award Information Section

Budget Year 04/01/2021-03/31/2022 Award Information	Prior Year Carryover	Award Amount	Total Avail. Funds
1. RWHAP Part B Base Award			
2. RWHAP Part B ADAP Earmark Award			
3. RWHAP Part B ADAP Supplemental Award			
4. Total RWHAP Part B Base + ADAP + ADAP Supplemental Funds			
5. RWHAP Part B Emerging Communities Award			
6. Total RWHAP Part B Funds			
7. RWHAP Part B MAI Award			
8. Total RWHAP Part B + MAI Funds			

The additional fields in this table are automatically calculated by the system once you have entered and saved your expenditures data.

Part B Program Total

The *Part B Program Total* section of the RWHAP Part B Expenditures Report has 11 rows listing the type of program and nine columns with 41 editable fields where you enter the award amounts for each program: Base Award with Carryover and Award; ADAP Earmark + ADAP Supplement with Carryover and Award; and Emerging Communities Award with Carryover and Award (see Figure 25).

1a. *ADAP Services*

- *Base Award*

    ▪ *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    ▪ *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended on ADAP medication purchases.

- *ADAP Earmark + ADAP Supplemental*

    ▪ *Carryover:* Enter the approved amount of ADAP earmark award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    ▪ *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was expended on ADAP medication purchases.

- *Emerging Communities Award*

    ▪ *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended on ADAP medication purchases in the current budget year.

    ▪ *Award:* Enter the amount of your agency's Emerging Communities award that was expended on ADAP medication purchases.

1b. *Health Insurance to Provide Medications*

- *Base Award*

    ▪ *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

    ▪ *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended on ADAP insurance purchases for clients.

- *ADAP Earmark + ADAP Supplemental*

    ▪ *Carryover:* Enter the approved amount of ADAP earmark and ADAP Supplemental award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

- ▪ *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was expended on ADAP insurance purchases for clients.

- *Emerging Communities Award*

  - ▪ *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended on ADAP insurance purchases for clients in the current budget year.

  - ▪ *Award:* Enter the amount of your agency's Emerging Communities award that was expended on ADAP insurance purchases for clients.

1c. *ADAP Access/Adherence/Monitoring Services*

- *Base Award*

  - ▪ *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  - ▪ *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended to support ADAP access, adherence, and monitoring activities.

- *ADAP Earmark + ADAP Supplemental*

  - ▪ *Carryover:* Enter the approved amount of ADAP earmark and ADAP Supplemental award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  - ▪ *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was expended to support ADAP access, adherence, and monitoring activities.

- *Emerging Communities Award*

  - ▪ *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to support ADAP access, adherence, and monitoring activities in the current budget year.

  - ▪ *Award:* Enter the amount of your agency's Emerging Communities award that was expended to support ADAP access, adherence, and monitoring activities.

2. *RWHAP Part B Health Insurance Premium & Cost Sharing Assistance*

- *Base Award*

  - *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to directly purchase health insurance for clients and assist with cost sharing in the current budget year.

  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended to directly purchase health insurance for clients and assist with cost sharing.

- *Emerging Communities Award*

  - *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly purchase health insurance for clients and assist with cost sharing in the current budget year.

  - *Award:* Enter the amount of your agency's Emerging Communities Award that was expended to directly purchase health insurance for clients and assist with cost sharing.

3. *RWHAP Part B Home and Community-based Health Services*

- *Base Award*

  - *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to directly provide home- and community-based health services in the current budget year.

  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended to directly provide home- and community-based health services.

- *Emerging Communities Award*

  - *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly provide home- and community-based health services in the current budget year.

  - *Award:* Enter the amount of your Emerging Communities award that was expended to directly provide home- and community-based health services.

4. *RWHAP Part B HIV Care Consortia*

- *Base Award*
  - *Carryover:* Enter the approved amount of RWHAP Part B base award carryover from the previous budget year that was expended to directly fund HIV care consortia in the current budget year.

- *Emerging Communities Award*
  - *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly fund HIV care consortia in the current budget year.
  - *Award:* Enter the amount of your Emerging Communities award that was expended to directly fund HIV care consortia.

4a. *RWHAP Part B HIV Care Consortia Administration*

- *Base Award*
  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was expended on HIV care consortia administrative activities.

- *Emerging Communities Award*
  - *Award:* Enter the total amount of your agency's Emerging Communities award that was expended on HIV care consortia administrative activities.

> **!** The total amount expended on HIV Care Consortia Administration must not exceed 10 percent of your total consortia funding.

> **!** The combined amount expended on HIV Care Consortia Administration and Recipient Administration must not exceed 10 percent of your total award.

5. *RWHAP Part B State Direct Services*

- *Emerging Communities Award*
  - *Carryover:* Enter the approved amount of Emerging Communities award carryover from the previous budget year that was expended to directly provide Part B State Direct Services in the current budget year.

6. *RWHAP Part B Clinical Quality Management*

- *Base Award*
  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was used to support clinical quality management activities.

- *ADAP Earmark + ADAP Supplemental*
  - *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was used to support clinical quality management activities.

- *Emerging Communities Award*
  - *Award:* Enter the amount of your agency's Emerging Communities award that was used to support clinical quality management activities.

> **!** The total amount expended on clinical quality management (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) must not exceed 5 percent of your total X07 award or $3 million (whichever is smaller).

7. *RWHAP Part B Recipient Planning & Evaluation Activities*

- *Base Award*
  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was used to support planning and evaluation activities.

- *ADAP Earmark + ADAP Supplemental*
  - *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was used to cover planning and evaluation activities.

- *Emerging Communities Award*
  - *Award:* Enter the amount of your agency's Emerging Communities award that was used to support planning and evaluation activities.

> **!** The total amount expended on planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

8. *Recipient Administration*

- *Base Award*

  - *Award:* Enter the amount of your agency's RWHAP Part B base award that was used to support recipient administration activities.

- *ADAP Earmark + ADAP Supplemental*

  - *Award:* Enter the total amount of your agency's ADAP earmark and ADAP Supplemental awards that was used to support recipient administration activities.

- *Emerging Communities Award*

  - *Award:* Enter the amount of your agency's Emerging Communities award that was used to support recipient administration activities.

> ! The amount expended on Recipient Administration from your Emerging Communities award must not exceed 10 percent of your total Emerging Communities award.

> ! The total amount expended on Recipient Administration (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

> ! The combined total amount expended on Recipient Administration and Planning and Evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 15 percent of your total X07 award.

Figure 25. HRSA Electronic Handbooks: Screenshot of the Part B Program Total Section

Part B Expenditure Categories

The *Part B Expenditure Categories* section (see figures 26 and 27) comprises three subsections: *Core Medical Services, Support Services,* and *MAI Award*.

The *Core Medical Services* has 12 rows listing the type of services and the *Support Services* sections has 15 rows listing the type of services. Both sections have the same four columns where you enter the funding amount that was used to support each service category, described below.

1. *Consortia*

   • *Award:* Enter the amount of consortia funding from your RWHAP Part B base award that was expended to support the service category.

2. *Direct Services*

   • *Award:* Enter the amount of direct services funding from your RWHAP Part B base award that was expended to support the service category.

3. *Emerging Communities*

- *Award:* Enter the amount of your Emerging Communities award that was expended to support the service category.

4. *Prior Year Carryover*

- *Amount*: Enter the approved amount of RWHAP Part B award carryover from the prior budget year that was expended to support the service category in the current budget year.

> **!** At least 75 percent of your total award (not including clinical quality management, recipient administration, and planning and evaluation) must be spent on core medical services.

> **!** The total expenditures amount must not exceed the total award amount.

> **💡** To review the RWHAP core medical and support service categories, see PCN #16-02 on the HRSA HAB website.

Figure 26. HRSA Electronic Handbooks: Screenshot of the Part B Expenditure Categories Core Medical Services Subsection

Figure 27. HRSA Electronic Handbooks: Screenshot of the Part B Expenditure Categories Support Services Subsection

	1. Consortia		2. Direct Services		3. Emerging Communities		4. Prior Year Carryover		5. Total (including carryover)	
	Award	Percent	Award	Percent	Award	Percent	Amount	Percent	Amount	Percent
Support Services										
a. Child Care Services										
b. Emergency Financial Assistance										
c. Food Bank/Home Delivered Meals										
d. Health Education/Risk Reduction										
e. Housing										
f. Linguistic Services										
g. Medical Transportation										
h. Non-Medical Case Management Services										
i. Other Professional Services										
j. Outreach Services										
k. Psychosocial Support Services										
l. Referral for Health Care and Support Services										
m. Rehabilitation Services										
n. Respite Care										
o. Substance Abuse Services (residential)										
2. Support Services Total										
3. Total										

MAI Award

The *MAI Award* subsection (see Figure 28) is part of the *Part B Expenditure Categories* section and has seven rows listing the type of services and two columns with seven (7) editable fields where you enter the award amounts for each type of service: Prior FY Carryover and Reporting Year Award.

1. *Education to increase minority participation in ADAP*

   - *Prior FY Carryover:* Enter the approved amount of MAI award carryover from the previous budget year that was expended to support MAI education in the current budget year.
   - *Reporting Year Award:* Enter the amount of your agency's MAI award that was expended to support MAI education.

2. *Outreach to increase minority participation in ADAP*

   - *Prior FY Carryover:* Enter the approved amount of MAI award carryover from the previous budget year that was expended to support MAI outreach in the current budget year.
   - *Reporting Year Award:* Enter the amount of your agency's MAI award that was expended to support MAI outreach.

3. *Clinical Quality Management*

   - *Reporting Year Award:* Enter the amount of your agency's MAI award that was expended to support clinical quality management activities.

> **!** The total amount expended on clinical quality management (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 5 percent of your total X07 award or $3 million (whichever is smaller).

4. *Recipient Planning & Evaluation Activities*

   - *Reporting Year Award*: Enter the amount of your agency's MAI award that was expended to support planning and evaluation activities.

> **!** The total amount expended on planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

5. *Recipient Administration*

- *Reporting Year Award*: Enter the amount of your agency's MAI award that was expended to support recipient administration activities.

> **!** The total amount expended on recipient administration (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 10 percent of your total X07 award.

> **!** The combined total amount expended on recipient administration and planning and evaluation (including from your RWHAP Part B base, ADAP earmark, ADAP Supplemental, Emerging Communities, and MAI awards) may not exceed 15 percent of your total X07 award.

Figure 28. HRSA Electronic Handbooks: Screenshot of the MAI Award Section

Below the MAI Award Table, there is an additional table that will calculate your core medical and support service expenditures once you enter and save your expenditures data. Use this table to make sure you are in compliance with the 75 percent core medical services requirement. If your organization received a waiver for this requirement, select the checkbox below this table (see Figure 28) to indicate your organization received the 75 percent core medical services requirement waiver. You will receive a validation message on your report if you do not select the waiver

checkbox and have not met the 75 percent core medical services requirement based on your expenditures entered. If you are unsure if your organization received a waiver, please contact your project officer for further assistance.

# Validating and Submitting the Expenditures Report

After you have completed all the Expenditure Report's required sections, the next step is to validate it. The validation process looks for potential problems in the information you entered and lets you review your report before it is sent to your project officer.

To validate and submit your Expenditures Report, follow these steps.

STEP ONE: In the Navigation panel on the left of the screen, under the "Actions" header, select "Validate." A system message will appear indicating your validation request is processing (see Figure 29) and that you will need to refresh the page to see your results after several minutes.

Select "Validate" again or refresh the page using your web browser. If your validation request has processed, you will see your results. If your validation results are not displayed, continue to wait and refresh the page until the process completes.

Figure 29. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Validation Processing Page
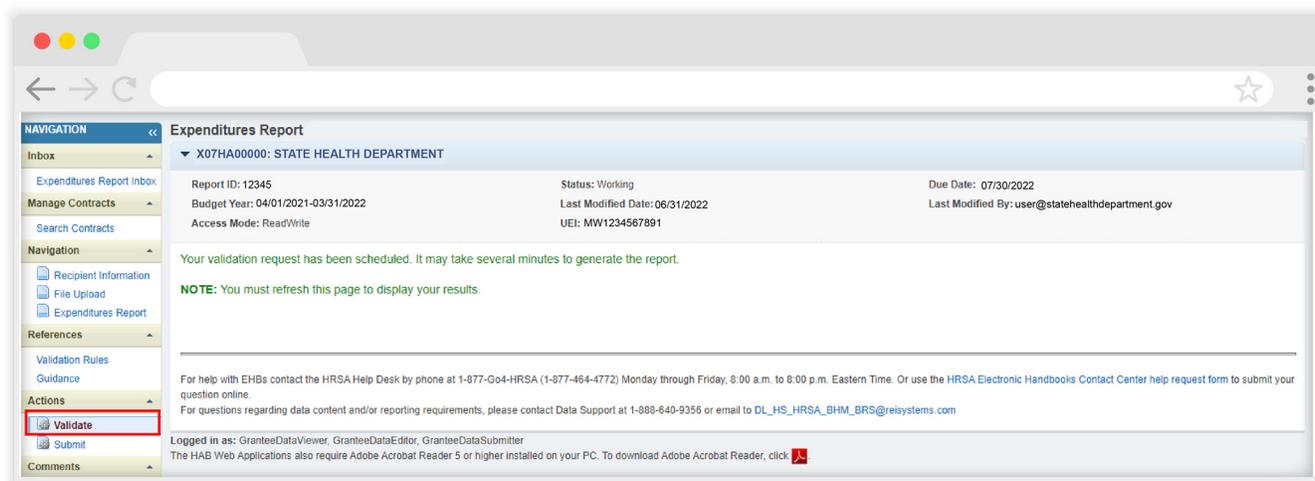
STEP TWO: If you receive a congratulations message and have no validation messages to address, you are ready to submit your report (Step Three). Otherwise, the system will sort your validation results into three categories (see Figure 30 for sample validation results):

- **Errors** must be corrected before submitting the Expenditures Report.

- **Warnings** should be addressed, if possible, to prevent your project officer from returning the report to you. You are still able to submit your report with warnings by adding a comment for each warning you receive.

- **Alerts** are informational, but you should still review and address them if necessary. You may submit the Expenditures Report with an alert.

To add a comment to a warning, select "Add Comment" under the "Actions" column to the right of the warning validation. A new window will appear for you to enter your comment. When finished, select "Save" at the bottom of the text box. In your comment, provide an explanation regarding the warning. The comment does not change the information in your report.

If you make changes to the information in your report, you must validate your report again using these instructions. Once you have addressed all validation messages as necessary, you are ready to submit your report.

Figure 30. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Validation Results Page

> If you need assistance resolving or understanding a specific validation message, contact Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@ wrma.com.

STEP THREE: In the Navigation panel on the right side of the screen, under the "Action" header, select "Submit." On the new page that appears (see Figure 31), enter a comment in the comments text box with any feedback you have related to your Expenditures Report submission. Read and acknowledge the statement under the comment box by checking the box. Select "Submit" at the bottom of the page.

Figure 31. HRSA Electronic Handbooks: Screenshot of the Expenditures Report Submit Report Page
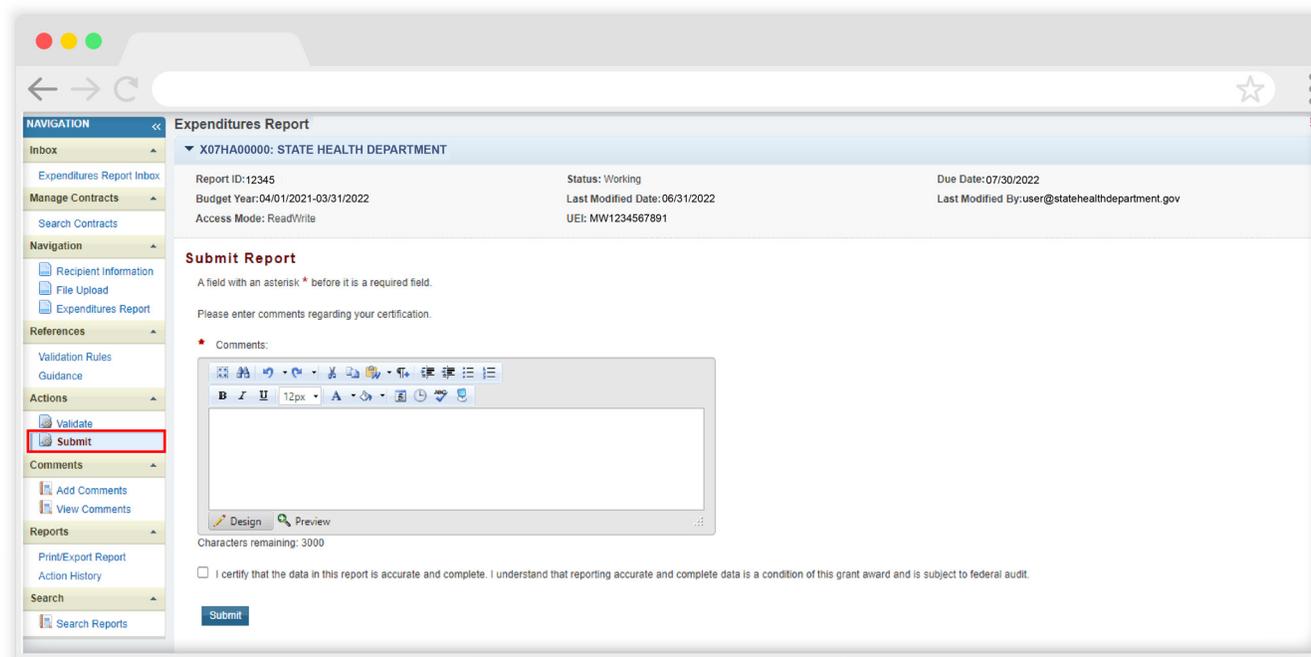
? Frequently Asked Questions

Is the Expenditures Report linked to the GCMS?

No, unlike the PTR, the Expenditures Report is not linked to the contracts in the GCMS.

Should I enter RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report?

No, recipients should not enter any RWHAP-related funding (program income and/or pharmaceutical rebates) in the Expenditures Report.

My Expenditures Report says it is "locked" and I cannot edit anything. What does that mean?

Another user from your agency is accessing your report. If you believe this is an error, contact Ryan White Data Support by phone at 1-888-640-9356 or via email at RyanWhiteDataSupport@wrma.com.

Glossary

Administrative Agent: An entity that functions to assist the grant recipient, consortium, or other planning body in carrying out administrative activities (e.g., disbursing program funds, developing reimbursement and accounting systems, developing funding announcements, monitoring contracts).

Administrative and Technical Services: The provision of quality and responsive support services to an organization. These may include human resources, financial management, and administrative services (e.g., property management, warehousing, printing/publications, libraries, claims, medical supplies, and conference/training facilities).

Allocations: The proposed allotment of funds to their different service categories.

Clinical Quality Management: The coordination of activities aimed at improving patient care, health outcomes, and patient satisfaction. To be effective, a CQM program requires:

- Specific aims based in health outcomes
- Support by identified leadership
- Accountability for CQM activities
- Dedicated resources
- Use of data and measurable outcomes to determine progress and make improvements to achieve the aims cited above

Consolidated List of Contracts (CLC): Summarizes each RWHAP-funded contract, the contract amount, and the service(s) provided under the contract.

Consortia: An association of public and nonprofit healthcare and support service providers and community-based organizations with which the state/territory establishes a legal agreement to conduct specific activities outlined in the RWHAP legislation for a specific region(s) or the entire state/territory.

Core Medical Services: A set of essential, direct healthcare services provided to people with HIV and specified in the Ryan White HIV/AIDS Treatment Extension Act.

Emerging Community Funding: Funding distributed to the states or territories for communities that report between 500 and 999 cumulative reported AIDS cases over the most recent five years.

Expenditures: The actual allotment of funds to their different service categories after they have been spent.

Fiscal Intermediary: An administrative agent that acts on the behalf of the recipient to monitor the use of its RWHAP funds.

Grantee Contract Management System (GCMS): A data-storage system that allows recipients to enter and maintain RWHAP subrecipient contracts.

Lead Agency: An entity with which the state/territory establishes a legal agreement to do one or more of the following: conduct needs assessments, engage in planning activities, manage procurement processes, ensure delivery of comprehensive services to people with HIV, and/or conduct program and fiscal monitoring.

Minority AIDS Initiative (MAI): A national Department of Health and Human Services (HHS) initiative that provides special resources to reduce the spread of HIV and improve health outcomes for people with HIV within communities of color. MAI was enacted to address the disproportionate impact of the disease on such communities. Formerly referred to as the Congressional Black Caucus Initiative because of that body's leadership in its development.

Notice of Award (NoA): An official document from Health Resources Services Administration (HRSA), HIV/AIDS Bureau (HAB), stating an agency's RWHAP funding amount and funding terms and conditions.

Pharmaceutical Rebates: A return of a part of a payment. ADAPs that purchase medications through a retail pharmacy network at a price higher than the 340B price can submit claims to drug manufacturers for pharmaceutical rebates on full pay medications or medication copayments, coinsurance, or deductibles to achieve cost savings comparable to those received by ADAPs that directly purchase medications at the 340B price. See PCN 15-04 "Utilization and Reporting of Pharmaceutical Rebates" for additional information.

Program Income: Program income means gross income earned by the non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance except as provided on 45 CFR §75.307(f). Except as otherwise provided in federal statutes, regulation, or the terms and conditions of the federal award, program income does not include pharmaceutical rebates, credits, discounts, and interest earned on any of them. See PCN 15-03 "Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income" for additional information.

Provider: The agency that provides direct services to clients (and their families). A provider may receive funds as a grant recipient (such as under RWHAP Parts C and D) or through a contractual relationship with a grant recipient funded directly by HRSA's RWHAP. Also see "subrecipient."

Recipient: An organization receiving financial assistance directly from an HHS-awarding agency to carry out a project or program. A recipient also may be a recipient-provider if it provides direct services in addition to administering its grant. Recipient of record (or recipient) replaces the term "Grantee of record."

Recipient Administration (Administrative): Activities relating to routine grant administration and monitoring activities.

RWHAP-related funding of services: Refers to RWHAP-eligible services that are funded with program income or pharmaceutical rebates, as distinguished from direct RWHAP grant funds. See PCN 15-03 (Clarifications Regarding the Ryan White HIV/AIDS Program and Program Income) and PCN 15-04 (Utilization and Reporting of Pharmaceutical Rebates) for additional information.

Subrecipient: The legal entity that receives RWHAP funds from a recipient and is accountable to the recipient for the use of the funds. Subrecipients may provide direct client services or administrative services directly to a recipient.

Support services: A set of services needed to achieve medical outcomes that affect the HIV-related clinical status of a person with HIV.

Synchronization: The process of incorporating changes made in the GCMS into the report being updated: the RSR, PTR, or Allocations Report.

Unique Entity Identifier (UEI): The Unique Entity Identifier is a new 12-digit alphanumeric identifier that SAM.gov will provide to all entities who register to do business with the federal government. It replaces the DUNS number.

Validation: A system-administered check that reviews all data entered into the PTR/ Allocations Report for consistency with RWHAP guidelines.